MISSOURI SCHOOL IMPROVEMENT PROGRAM

CENTRAL OFFICE PERSONNEL INTERVIEW QUESTIONS
(superintendent, assistant/associate superintendent)

DIRECTIONS:

1.   Complete the headings at the top of the pages. Use the positions (not names) of the persons being interviewed.

2.   **ASK EACH INTERVIEWEE ALL QUESTIONS IN THE PACKET.**

3.   Complete the checklist for Facilities on the interview sheet while walking around the facilities and grounds.

4.   Check your responses to the questions: are they clear, complete thoughts, and legible?

5.   Follow the Team Leader's directions for distributing the interview sheets to the appropriate committees.

District _____   **Building** _____

Team Member _____   **Staff Interviewed**   (1)_____
                                                                      (2)_____

6.1.1
(CO1) How do you know your district's curriculum is preparing students for the MAP?

6.2.3
(CO2) What kinds of disaggregated student achievement data does the board review each year?

6.3.1
(CO3) What specific instructional strategies have been emphasized in your district?

6.7.2
(CO4) Is participation in professional development activities used in the teacher evaluation process?

6.7.5
(CO5) How does the PDC ensure that 75 percent of the one percent funds are used to address CSIP
           objectives?

[Additional Information]

District _____   **Building** _____

Team Member _____   **Staff Interviewed** (1)_____
(2)_____

6.6.1
(CO6) When and how is the code of conduct or disciplinary policy disseminated <u>to students</u>?

When is this disseminated <u>to parents</u>?

6.9.1
(CO7) How has the guidance program been modified to address issues (e.g., student performance, climate, career/educational planning, attendance, safety) identified in the CSIP?

_____

[Additional Information]

District _____   **Building** _____

Team Member _____   **Staff Interviewed**   (1)_____
                                                                       (2)_____

7.3.4
(CO8) What plans for vocational program improvement have been included in your district's
Comprehensive School Improvement Program (CSIP)?

7.6
(CO9) How are ABE and GED services made available to district residents?

(CO10) How is information regarding continuing education programs provided to the public?

[Additional Information]

District _____   **Building** _____

Team Member _____   **Staff Interviewed**   (1)_____
(2)_____

8.3.2
(CO11)   How are board minutes made available to the staff and public?

8.3.3
(CO12)   Does the board deal primarily with policy decisions?

8.5.2
(CO13)   How are staff members included in preparing the district's budget?

8.7.3
(CO14) How do patrons, parents, and students present concerns or ideas to the board?

(CO15) If a parent or student has a conflict or disagreement related to school operations, what procedures do they follow to resolve the conflict?

8.8.2
(CO16) How are the public and staff made aware of the district's policies, goals, needs, and status?

8.9.1
(CO17) Are the buildings in your district:

	(1)	(2)
clean?	YES / NO	YES / NO
well-maintained?	YES / NO	YES / NO
appropriate for the district's programs?	YES / NO	YES / NO
adequately wired for technology?	YES / NO	YES / NO

8.10.3
(CO18) What procedures/training on emergency first aid and/or CPR are in place?

8.11.2
(CO19) Is a registered nurse employed? If not, who reviews the health services plan and program?

8.12
(CO20) How does the school district ensure that criminal history background checks through the finger-printing process, are completed for all new school bus drivers?

TEAM MEMBER OBSERVATION CHECKLIST

Name of Building _____

[Rate the following items in each building visited.]

8.9   BUILDING CONDITIONS
[Circle (A)ppropriate or (I)nappropriate.]

A / I   lighting/heating/ventilation
A / I   cleanliness
A / I   general state of repair/maintenance
A / I   entrance accessible to individuals with disabilities
A / I   restroom(s) accessible to individuals with disabilities
A / I   generally appropriate for educational programs
A / I   of adequate size for the number of students
A / I   indoor recreation facilities
A / I   outdoor recreation/play areas—fences, game areas, equipment, surfaces
A / I   LMC—size, storage space, furniture
A / I   guidance office—accessible, affords privacy
A / I   health/first aid office—permits continuous supervision of ill students
A / I   infrastructure for technology
[Explain the situation for any "Inappropriate" response.]

8.10   SAFETY

YES/NO   fire extinguishers—recent inspection/test?
YES/NO   emergency exiting procedures are posted in each room by the exit?
YES/NO   lighted exit signs?
YES/NO   science laboratory—proper storage for chemicals, eye-wash station (no eye-wash bottles), chemical/fire
              blankets in labs using a heat source, hooded ventilation and safety glasses?
YES/NO   industrial technology shop(s)—safety glasses, machine guards, safety rules posted, safety zones marked,
              combustibles properly stored, appropriate ventilation?
YES/NO   agricultural education shop(s)—safety glasses, machine guards, safety rules posted, safety zones marked,
              combustibles properly stored, appropriate ventilation?
[Explain any "NO" response.]